



April 13, 2006

## **ERRATA**

Subject: APRIL 18, 2006 AGENDA (ITEM 16. NON-HEARING CALENDAR, AGENDA PAGE 5)

**PLEASE TAKE NOTE** that the Agenda for the April 18, 2006, Board Meeting scheduled at the offices of the State Personnel Board, located at 801 Capitol Mall, Room 150, Sacramento, California has modified the Non-Hearing Calendar items as follows:

### **FRAUD INVESTIGATOR, BUREAU OF STATE AUDITS**

The Bureau of State Audits (BSA) proposes the following revisions to the Fraud Investigator, BSA Series Specification: establishment of the Fraud Investigator III, BSA classification within the series, with a 12 month probationary period; revisions to the class specification and title change of the Fraud Investigator, BSA to Fraud Investigator I, BSA; and revisions to the class specification and title change of the Supervising Fraud Investigator, BSA to Fraud Investigator II, BSA.

*\*\*\*Revisions were made to the Fraud Investigator, Bureau of State Audits: Series Specification on heading number 233 in the Agenda. Please see attached documents.\*\*\**

### **AUDITOR, BUREAU OF STATE AUDITS**

The Bureau of State Audits (BSA) proposes establishing the following classes within the Auditor, BSA Series Specification, each with a twelve month probationary period: Senior Auditor Evaluator I, BSA; Senior Auditor Evaluator II, BSA; and Senior Auditor Evaluator III, BSA. Additionally the BSA proposes the following changes to the class series: footnote 24 be applied to the class of Senior Auditor Evaluator, BSA to prevent future appointments to the class, and to abolish the class when it becomes vacant; and revisions to the class specification for the class of Principal Auditor, BSA.

*\*\*\*Revisions were made to the Auditor, Bureau of State Audits: Classification Consideration in item #12 and #13 to reflect status considerations on heading numbers 247-248 in the Agenda. Please see attached documents.\*\*\**

Should you have any questions regarding this Notice, please contact staff in the Secretariat's Office at (916) 653-0429.

Karen Yu  
Secretariat's Office

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**CALIFORNIA STATE PERSONNEL BOARD**  
**SPECIFICATION**

FRAUD INVESTIGATOR, BUREAU OF STATE AUDITS  
Series Specification  
(Established May 4, 1993)

SCOPE

This series specification describes ~~two~~ three Fraud Investigator classifications used within the Bureau of State Audits. ~~in the investigation~~ These classes are used for positions that are responsible for the administration of the California Whistleblower Protection Act. Incumbents in this series conduct, supervise, and manage investigations of improper governmental activities involving violations of State ~~and or~~ federal law by State employees, as well as fraud, waste and abuse in State government.

This classification series is available for use only at the Bureau of State Audits. Entry into this series is typically at the Auditor Evaluator II, Bureau of State Audits, classification.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
JC85	4095	Fraud Investigator <u>I</u> , Bureau of State Audits
JC86	4096	<del>Supervising</del> Fraud Investigator <u>II</u> , Bureau of State Audits
JC87	4097	<u>Fraud Investigator III, Bureau of State Audits</u>

DEFINITION OF SERIES

~~Fraud Investigators within the Bureau of State Audits make decisions and provide advice on varied and difficult investigations to determine compliance with applicable statutes and regulations; perform investigations involving fraud, waste and abuse in State Government, including mismanagement, improper personnel practices, abuse of State resources and misuse of time and attendance. Investigations are usually sensitive and always confidential and may involve cases of sexual harassment, theft, embezzlement and abuse of authority. Positions in this series may prepare cases and appear in administrative or court hearings; act over assigned subordinate staff conducting investigations; determine case status; insure production; provide advice and assistance; review the final product and recommend disposition of the case.~~

Fraud Investigators within the Bureau of State Audits (bureau) conduct investigations based on allegations of improper governmental activities. Positions in this series gather evidence, conduct interviews, draw sound conclusions, and write reports based on the results of these investigations. Investigations must be conducted confidentially and often address extremely sensitive matters or issues. Incumbents in this series function as expert investigators and are required to be knowledgeable on an expansive range of subject matter relating to State and federal laws, State government operations, and investigative techniques. Positions in this series direct assigned subordinate staff conducting investigations; assess case status and make recommendations about investigative strategy; provide information to law enforcement and other officials, as appropriate; provide advice, training, and assistance to subordinate staff; and review the final product to ensure quality and accuracy.

#### ENTRY LEVEL

Entry into this series is typically at the Auditor Evaluator II, Bureau of State Audits, classification.

#### FACTORS AFFECTING POSITION ALLOCATION

Independence of actions and decisions; consequence of error; supervision received or exercised; complexity, variety, and sensitivity of assignments; and type of contacts.

#### DEFINITION OF LEVELS

##### FRAUD INVESTIGATOR I, BUREAU OF STATE AUDITS

~~This is the full journey person level in the series. Under close supervision, direction, incumbents receive formal and on the job training to learn the full range of investigative work. As a full journey level investigator, incumbents independently conduct the most sensitive, complex, and diverse investigations of improper governmental activities involving fraud, waste and abuse in State Government; may act in a lead capacity to direct or review the work of lower level staff performing complaint intake and case predication on complex complaints; assist in program or policy development and interpretation; and may have independent responsibility to oversee an entire investigation. investigations of improper governmental activities involving fraud, waste and abuse in State Government.~~

This is the journey person level in the series. Under supervision, incumbents receive formal and on the job training to learn the full range of investigative work and techniques. The incumbents are assigned a wide variety of investigative complaints with varying complexity. With increased experience and knowledge incumbents, under

general supervision, handle sensitive, complex, and diverse investigative complaints of improper governmental activities. Incumbents perform complaint intake, assess complaints, gather evidence, conduct interviews, draw defensible conclusions, and assist in writing reports based on the results of their investigations. In addition, incumbents prepare correspondence related to investigative work. Incumbents assist in program or policy development and interpretation; and may have independent responsibility to oversee portions of an investigation.

#### SUPERVISING FRAUD INVESTIGATOR II, BUREAU OF STATE AUDITS

~~This is the working supervisory level in the series. Under the general direction of the Fraud Investigator III, BSA, incumbents train, evaluate, plan, organize and supervise direct a staff of investigators; provide assistance to high level staff in the development of policies and procedures; participate in the most difficult or confidential investigations; may assist in planning, developing, and directing a major component of an investigative program; write investigative audit reports and prepare correspondence and .the fraud investigation program within the Bureau of State Audits; participate in the most difficult or confidential investigations; provide advice to Bureau management concerning fraud investigations.~~

This is the advanced journey person level in the series. Under the direction of the Fraud Investigator III, Bureau of State Audits, incumbents conduct the most sensitive, complex, and diverse investigations of improper governmental activities. Incumbents demonstrate strong analytical abilities and a comprehensive understanding and appropriate application of a wide range of investigative techniques and strategies. The Fraud Investigator II, Bureau of State Audits, provides assistance to bureau staff in the development of policies and procedures; participates in the most difficult and/or confidential investigations; assists in planning, developing, and directing components of an investigative program; and writes and ensures accuracy of investigative audit reports and prepares highly sensitive correspondence. Incumbents provide advice to bureau management concerning all aspects of fraud investigations. Incumbents may occasionally act in a lead capacity, supervising the work of Fraud Investigator I, Bureau of State Audits, and other subordinate staff.

#### FRAUD INVESTIGATOR III, BUREAU OF STATE AUDITS

This is the full supervisory/managerial and highest level in the series. Under the general direction of the Deputy State Auditor, incumbents are responsible for the bureau's investigative unit function; supervise four to ten staff members; assign priorities and develop specific work plans and workload requirements; and assist in

the development and administration of policies and procedures. Incumbents plan, develop, and direct the investigative program; manage highly complex investigative audits where the work is of the most critical and sensitive nature; perform unusually difficult, complex, and/or sensitive aspects of investigative audit work and/or review reports; ensure and hold ultimate responsibility for the accuracy and quality of supporting documents and investigative reports; oversee the daily operations of the investigative unit; recruit, select, train, and evaluate the work of staff assigned; and advise nonspecialist staff and executive management on standards and current trends related to investigating waste, fraud, and abuse in State government.

#### MINIMUM QUALIFICATIONS

##### ALL LEVELS:

Education: Equivalent to graduation from college. (Registration as a senior student in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

#### FRAUD INVESTIGATOR I, BUREAU OF STATE AUDITS

##### Either I

~~One year~~ Six months of experience in the California state service performing professional auditing in the Bureau of State Audits at a level equivalent to an Auditor Evaluator II, Bureau of State Audits,  
~~Range B.~~

##### Or II

Experience: Three years of experience in investigative work. (Experience in the California state service applied toward this requirement must be include at least six months at the level of responsibility equivalent to an Auditor Evaluator II, Bureau of State Audits.) and

~~Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year for year basis.)~~

#### SUPERVISING FRAUD INVESTIGATOR II, BUREAU OF STATE AUDITS

##### Either I

Two years of experience in the California state service performing the duties of a Fraud Investigator, Bureau of State Audits, or a Fraud Investigator I, Bureau of State Audits.

Or II

Four years of increasingly responsible experience in investigative work, ~~one year of which must have been in a supervisory or administrative capacity.~~ (Experience in the California state service applied toward this requirement must be performing the duties of a class at a level of responsibility equivalent to Fraud Investigator, Bureau of State Audits, or Fraud Investigator I, Bureau of State Audits, for a period of at least two years.)

FRAUD INVESTIGATOR III, BUREAU OF STATE AUDITSEither I

One year of experience in the California state service performing the duties of a Supervising Fraud Investigator, Bureau of State Audits, or a Fraud Investigator II, Bureau of State Audits.

Or II

Broad, extensive (more than five years), and increasingly responsible experience in performing professional auditing with at least three years experience in investigative work, one year of which must have been in a supervisory or administrative capacity. (Experience in the California state service applied toward this requirement must be performing the duties of a class at a level of responsibility equivalent to a Supervising Fraud Investigator, Bureau of State Audits, or Fraud Investigator II, Bureau of State Audits, for a period of at least one year.)

KNOWLEDGE AND ABILITIESFRAUD INVESTIGATOR I, BUREAU OF STATE AUDITS

Knowledge of: Provisions of the California Whistleblower Protection Act; general auditing and investigative principles and techniques, practices, procedures, and terminology; State law relating to improper governmental activities, general laws, and regulations related to State fiscal, personnel, and administrative practices; and techniques of audit and investigative work.

Ability to: ~~Apply the Improper Governmental Activity and related statutes~~ applicable laws and regulations to specific cases; ~~conduct difficult a wide range of investigations~~ applying appropriate investigate techniques; prepare effective and adequate evidence; analyze the records, accounts, and documents of State departments; communicate effectively; ~~direct the work of others;~~ and analyze situations accurately and adopt an effective course of action.

SUPERVISING FRAUD INVESTIGATOR II, BUREAU OF STATE AUDITS

Knowledge of: All of the above; and the organization and function of the Fraud Investigation unit within the Bureau of State Audits; principles and techniques of personnel management and supervision; the bureau's Equal Employment Opportunity Affirmative Action Program objectives; and a supervisor's role in the Equal Employment Opportunity Affirmative Action Program and the processes available to meet equal employment opportunity affirmative action objectives.

Ability to: Apply the required knowledge; and plan, organize, and direct the work assist in directing complex investigations; analyze situations accurately and take effective action; prepare, management reports review, and edit written investigative reports and correspondence; conduct conferences and interviews; understand how written laws and policies relate to the Fraud Investigation unit; implement training programs for subordinate staff; develop the skills and abilities of subordinate staff; make sound decisions to accomplish bureau goals; and effectively contribute to the bureau's equal employment opportunity affirmative action objectives.

FRAUD INVESTIGATOR III, BUREAU OF STATE AUDITS

Knowledge of: All of the above; and techniques and methods involved in administering investigative programs and the implementation of training programs for investigative and other staff; group leadership techniques; program planning, development, and evaluation; principles and practices of project management and coordination; applications of organizational and management theory; and a manager's responsibility for promoting equal employment opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to: All of the above; and plan, organize, and manage the investigative efforts of the bureau; employ sound management principles; formally present information regarding the provisions of the California Whistleblower Protection Act to various groups; work effectively with top-level managers of State agencies and other organizations; establish and maintain project priorities; assess staff performance; and effectively promote equal employment opportunity in employment and maintain a work environment that is free of discrimination and harassment.

SPECIAL REQUIREMENTS

ALL LEVELS:

Willingness to travel, work away from the headquarters' office, and work long and irregular hours.

ADDITIONAL DESIRABLE QUALIFICATIONS

FRAUD INVESTIGATOR II, BUREAU OF STATE AUDITS AND ABOVEPossession of a valid certificate for Certified Fraud Examiner (CFE).CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Fraud Investigator, Bureau of State Audits	5/4/93	--	--
Supervising Fraud Investigator, Bureau of State Audits	5/4/93	--	--
<u>Fraud Investigator III, Bureau of State Audits</u>	<u>      </u>	<u>  </u>	<u>  </u>



## B. CLASSIFICATION CONSIDERATIONS

Instructions: Complete only if Concept (Part A) is approved by DPA. Include headings (Background, Classification Considerations etc.) if using additional paper. Only complete applicable questions (i.e., provide enough information to support the proposal.) Respond to each of these questions and return with signed-off transmittal to your DPA and SPB Analysts.

### BACKGROUND

1. Provide some historical perspective about the organizational setting of the subject class(es) and the needs that this request addresses.

The Bureau of State Audits' goal is to promote the efficient operation of government through the performance of independent, objective audits. The bureau is committed to delivering unbiased, accurate, timely and insightful information, and is dedicated to bridging the gap between perception and reality for quality government decision-making. The bureau is the only independent entity in State government qualified to provide a wide range of assessment and evaluation services that go beyond what is traditionally known as an audit. These services include reviews of contracting practices, comprehensive performance audits, financial viability assessments, evaluations of State charges, as well as traditional financial audits and investigations. Through three primary types of audits and evaluations—performance, financial, and compliance—and specialty assessments and investigations, the bureau finds solutions to critical issues. Audits are typically initiated in the following ways: as mandated by federal or state law, at the request of the Joint Legislative Audit Committee, or at the discretion of the State Auditor.

Performance audits are the most complex type of audit the bureau performs as they focus not only on the traditional notions of audit boundaries that simply provide an assessment of past activities, but also on an expanded definition of auditing that is more future-looking and performance oriented. The bureau not only reports the facts, its independent assessments also address current dilemmas, relevant issues, and future directions and strategies. Effective management of the bureau's workload relies on a highly synchronized approach that combines audit methodology with a high level of skill, knowledge, and experience to result in insightful analysis and innovative recommendations for improvements in public policy. Also, performance audits are generally conducted under rigorous deadlines and require intensive coordination. Legislators requesting these audits demand current, objective, accurate, and timely information to provide the basis for informed legislative decisions. Therefore, it is essential that the bureau perform its audits expeditiously.

The current specification for Senior Auditor Evaluator, BSA, Range A and B, state that the incumbents at this level are advanced specialists and as they progress, they may provide lead direction or function as a team leader during a single assignment. Prior to 1999, this classification had been two separate classifications, Staff Auditor, BSA and Supervising Auditor, BSA. It was thought at the time that there was a greater need for high-level audit specialists and a lesser need for mid-level supervisors. Functionally, this model has not worked for the bureau. Because of the subject matter variety, complexity, and tight timeframes of audits assigned, it is evident that supervisory components are required to proficiently complete all types of audits. Specifically, depending on the type of audit being performed, two levels of supervision are required. The highest-level supervisor will be the proposed Senior Auditor Evaluator III, BSA classification. Incumbents in this class will be assigned to supervise the most complex,

high profile, and time sensitive performance audits. They must also have the knowledge and experience to be able to supervise at least one of the other two types of audits the bureau performs. Incumbents in the Senior Auditor Evaluator II, BSA, classification will supervise at least one of the three types of audits the bureau performs.

The current specification series indicates the Principal Auditor, BSA is a supervisory level. In actuality, the Principal Auditor, BSA performs at a managerial level. The purpose of this request is to update the Auditor, BSA classification specifications to reflect duties at the appropriate levels.

## CLASSIFICATION CONSIDERATIONS

### 2. What classification(s) does the subject class(es) report to?

The Senior Auditor Evaluator I, BSA, will report to the Senior Auditor Evaluator, II or III, BSA classification and on occasion may report directly to the Principal Auditor, BSA. The Senior Auditor Evaluator II and III, BSA classifications will report to a Principal Auditor, BSA. The Principal Auditor, BSA reports directly to a Deputy State Auditor.

### 3. Will the subject class(es) supervise? If so, what classe(es)?

Yes, the Senior Auditor Evaluator I, II and III, BSA, will supervise Auditor Evaluator I and II, BSA classifications. Additionally, the Senior Auditor Evaluator II and III, BSA classifications will supervise the Senior Auditor Evaluator I, BSA classification when the latter functions as a team member. The Principal Auditor, BSA classification will manage the Senior Auditor Evaluator II and III, BSA classifications and on occasion will manage the Senior Auditor Evaluator I, BSA classification.

### 4. What are the specific duties of the subject class(es)?

The Senior Auditor Evaluator I, BSA is the advanced specialist in the series. Under direction, incumbents may act as an audit team member, performing the most difficult or complex audit analyses or procedures; as the leader on a segment of a large audit or in the absence of the team leader; or as the team leader supervising one to two staff on a small audit, reporting directly to the Principal Auditor.

The Senior Auditor Evaluator II, BSA will be the full supervisory level in this series. Under general direction, incumbents supervise three to four staff. Incumbents may specialize in one or more of the three types of audits the bureau performs: performance, financial, or compliance.

The Senior Auditor Evaluator III, BSA will be the advanced supervisory level in the series. Incumbents typically supervise three to six staff and excel in performance audits and at least one of the other two types of audits the bureau performs. Incumbents in this range must demonstrate the ability to direct large and complex audits, direct large audit teams, and meet tight timeframes while requiring less direction from the Principal Auditors than the other classifications in this series.

The Principal Auditor, BSA manages multiple audits with teams of two to six staff members. Incumbents develop and interpret uniform policies, programs, and practices for the administration of the audit program and provide management advice to the Legislature and top-level administrative authorities within State departments. Incumbents also testify before legislative committees, respond to press calls, and represent

the Bureau of State Audits at meetings of national, state, and professional organizations, and may also act as a project coordinator for consultants or subject matter experts.

5. What is the decision-making responsibility of the subject classes(es)?

The subject classes coordinate all aspects of an audit. In this role, they have the primary responsibility for ensuring that all of the work on their assignment is performed in accordance with auditing standards and in a timely manner. Therefore, they must decide how to conduct the audit and ensure the appropriateness of the methodologies, tests, and conclusions for any work performed.

6. What would be the consequence of error if incumbents in the subject class(es) did not perform their jobs? (Program problems, lost funding, public safety compromised, etc.)?

For the period of July 1, 2001 through December 31, 2005, the bureau estimates that auditees could realize \$741 million of monetary benefits if they implemented the bureau's recommendations. This translates to an average return of about \$14 for every dollar invested in the State Auditor's office over the past 4½ fiscal years. For the same time period, the bureau has issued 123 performance audits. The bureau also conducts financial-related audits, including the annual Single Audit required by federal law as a condition of receiving federal funds. The Single Audit is composed of two parts—the federal compliance audit which covered 93.7 percent or \$64 billion out of \$68.4 billion federal dollars in fiscal year 2003-04 and the audit of State's financial statements, which reported \$195 billion in expenditures for fiscal year 2003-04.

If the bureau is not able to retain its most experienced and talented auditors and provide the appropriate level of supervision to staff, the bureau will not be able to continue to staff and conduct audits that ultimately save the state millions of dollars. The state's failure to obtain a timely Single Audit could have a negative impact on state bonds and its ability to receive billions in federal funding each year.

Finally, in legislation that became effective January 1, 2005, the bureau was granted authority to establish a high-risk government agency audit program to identify agencies that are at a high risk for potential waste, fraud, abuse, and mismanagement or that have major challenges associated with its economy, efficiency, or effectiveness. The bureau has been working on establishing the program, but without the ability to recruit and retain additional staff, it is less likely that the bureau will be able to implement this program.

7. What are the analytical requirements expected of incumbents in the subject class(es)?

Incumbents should be able to review and analyze state and federal laws, regulations, and program data, as well as accounting records. The incumbents should also be able to analyze, organize, and synthesize a variety of information into supported audit findings, logical conclusions, and recommendations.

8. What are the purpose, type, and level of contacts incumbents in the subject class(es) make?

In a supervisory capacity, the Senior Auditor Evaluator I, II, and III, BSA must interact with multiple levels of government, from program staff to department directors, and the public. During the course of an audit, they will work closely with program staff to obtain all of the necessary information on the auditing issues. The incumbents will then lead meetings with department management to discuss the results of the audits and any recommendations.

Principal Auditors interact with the Legislature, the Governor's office, top-level administrative authorities within state and federal departments, contractors, subject-matter experts, and members of the press.

#### NEED FOR NEW CLASS (If Necessary)

9. For New classes only: what existing classes were considered and why were they not appropriate?

The State Auditor has a statutory obligation to consider that the level of education, experience, knowledge and ability required of employees of the bureau is generally higher than that required elsewhere in state service. Consequently, because of the unique nature of the work performed, the bureau maintains specific classifications for our auditing classifications. Therefore, classifications used elsewhere in state service would not be appropriate. The specification for the Auditor classification series is being updated to correctly reflect the unique operations of the bureau.

#### MINIMUM QUALIFICATIONS

10. What are the proposed or current minimum qualifications of the subject class(es), and why are they appropriate? (Include inside and outside experience patterns.)

The proposed minimum qualifications of the Senior Auditor classifications are:

##### ALL LEVELS

Education: Equivalent to graduation from college. (Registration as a senior student in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

##### And

Senior Auditor Evaluator I, BSA (the same as current Senior Auditor Evaluator, BSA, range A.)

- Six months of experience in California state service performing duties at a level equivalent to Auditor Evaluator II, Bureau of State Audits.
- Or
- Three years of professional experience in government, commercial, or public auditing in accordance with "Government Auditing Standards" published by the Comptroller General of the United States. This experience must include work in at least two of the following types of audits: financial, performance, or compliance.

Senior Auditor Evaluator II, BSA

- One year of experience in the California state service performing duties at a level equivalent to a Senior Auditor Evaluator I, Bureau of State Audits, or the former class of Senior Auditor Evaluator, BSA, range A.
- Or
- Four years of professional experience in government, commercial, or public auditing in accordance with "Government Auditing Standards" published by the Comptroller General of the

United States. This experience must include work in at least two of the following types of audits: financial, performance, or compliance.

Senior Auditor Evaluator III, BSA

- One year of experience in the California state service performing duties at a level equivalent to a Senior Auditor Evaluator II, BSA or the former class of Senior Auditor Evaluator, BSA, range B.

Or

- Five years of professional experience in government, commercial, or public auditing in accordance with “Government Auditing Standards” published by the Comptroller General of the United States. This experience must include work in performance audits and either financial or compliance audits.

Principal Auditor, BSA

- One year of experience in the California state service performing duties at a level equivalent to a Senior Auditor Evaluator III, BSA or two years experience performing duties at a level equivalent to the former class of Senior Auditor Evaluator, BSA, range B.

Or

- Broad and extensive (more than five years) professional auditing experience in government, commercial, or public auditing in accordance with “Government Auditing Standards” published by the Comptroller General of the United States, including at least two years of experience in the direction of a large, complex, independent, and comprehensive audit program. This experience must include performance audits and financial or compliance audits. (Experience in the California state service applied toward this requirement must be performing the duties of a class at a level of responsibility equivalent to a Senior Auditor Evaluator III, BSA for a period of at least one year.)

**PROBATIONARY PERIOD** ☐ Six Months

11. If a probationary period other than six months is proposed, what is the rationale?

The previous subject class of Senior Auditor Evaluator, BSA currently requires a 12-month probationary period. The newly established classes of Senior Auditor Evaluator I, II, and III, BSA will similarly require a 12-month probationary period.

**STATUS CONSIDERATIONS** (See additional information in Part D.)

12. What is the impact on current incumbents?

The Bureau of State Audit incumbents will be reallocated into the appropriate classification: Senior Auditor Evaluators, BSA, range A, will be reallocated to Senior Auditor Evaluator I, BSA; Senior Auditor Evaluators, BSA, range B, will be reallocated to Senior Auditor Evaluator II, BSA.

The proposal does impact how current incumbents will move through the class series. In the current classification of Senior Auditor Evaluator movement from range A to range B does not require testing, incumbents move through the ranges based on successful performance in the class and time in grade. In the proposed structure incumbents will promote from the Senior Auditor Evaluator I, BSA to Senior Auditor Evaluator II, BSA through examination. Prior to scheduling this proposal the Bureau of State Audits held a joint meeting with all the BSA incumbents in the class series to present the proposed changes. BSA plans on offering the examination for the Senior Auditor Evaluator I, BSA; the Senior Auditor Evaluator II, BSA; and the Senior Auditor Evaluator III, BSA on a continuous basis to mitigate the impact of testing of current incumbents in the class series.

The class series Auditor, Bureau of State Audits has been developed to specifically meet the organizational needs of the Bureau of State Audits, and should be used only within the Bureau of State Audits. Any incumbents from other departments currently in the Auditor, Bureau of State Audits classification will not move to the new classifications. They will remain in their current classification and Range while the Department of Personnel Administration works with the department(s) to identify an appropriate course of action.

A Footnote 24 will be added to the Senior Auditor Evaluator classification to prevent future appointments to the classification and to abolish it when it becomes vacant.

13. Will current employees move by examination, transfer, reallocation, split-off, etc.? Explain the rationale.

An examination will be administered for the Senior Auditor Evaluator III, BSA classification.

The Bureau of State Audit incumbents will be reallocated into the appropriate classification through the Board Item Process: Senior Auditor Evaluators, BSA, range A, will be reallocated to Senior Auditor Evaluator I, BSA; Senior Auditor Evaluators, BSA, range B, will be reallocated to Senior Auditor Evaluator II, BSA. Future movement between the classes in the series will be accomplished through examination.

Incumbents from other departments in the Senior Auditor Evaluator, Bureau of State Audits, Range A and Senior Auditor Evaluator, Bureau of State Audits, Range B will remain in their current classification and Range for the time being. The Department of Personnel Administration will work with the department(s) to identify an appropriate course of action.

CONSULTED WITH:

14. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were consulted during the development of this proposal?